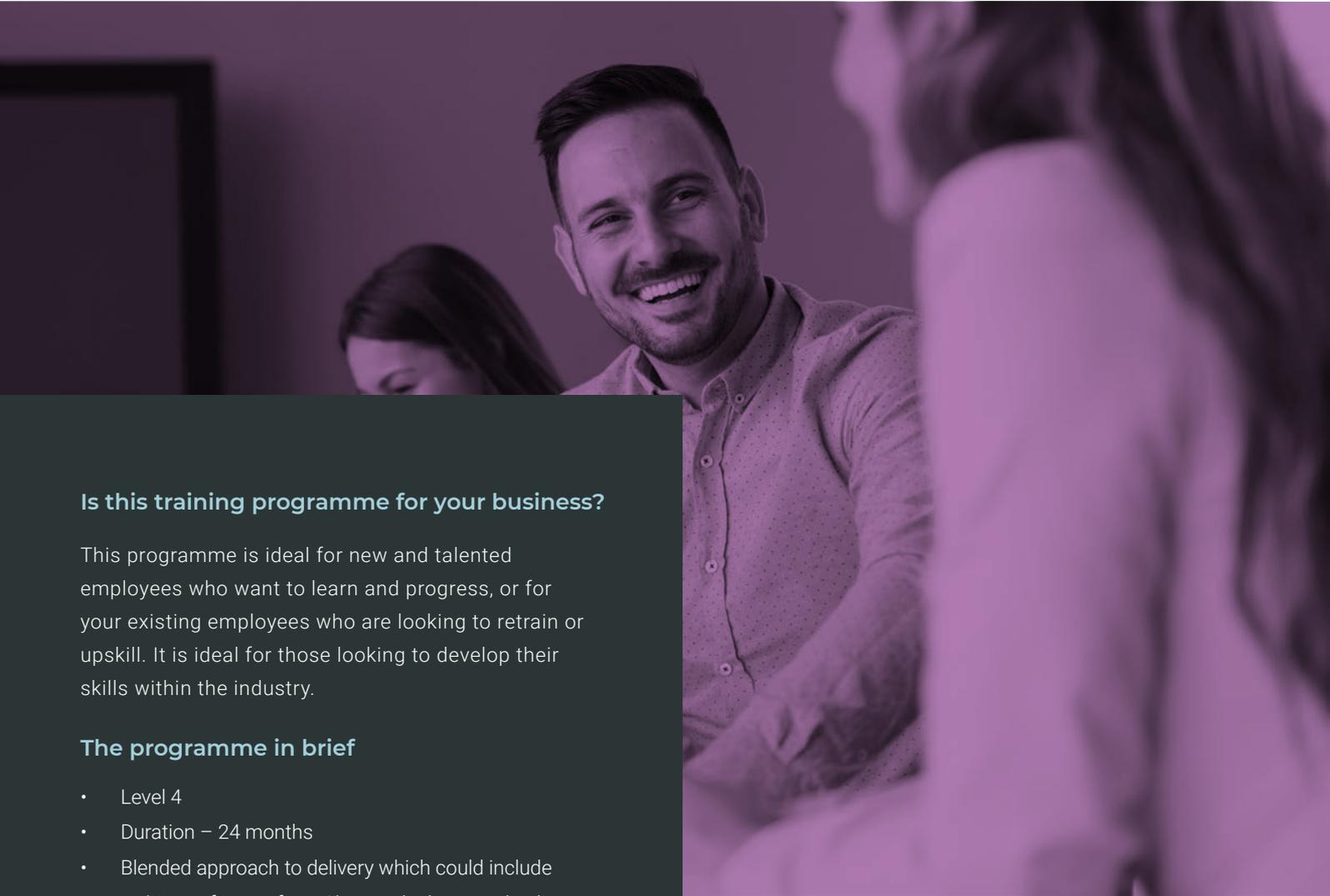


# ASSOCIATE PROJECT MANAGER

An Associate Project Manager is responsible for the successful initiation, planning, design, execution, monitoring, controlling and closure of a project, whilst the Project Manager is tasked with ensuring project schedules are met and the desired end result is achieved. This involves making efficient use of resources and ensuring the interests of all parties involved are satisfied. The Associate Project Manager will support the Project Manager by helping to monitor project scope, timelines, budgets and key milestones.



## Is this training programme for your business?

This programme is ideal for new and talented employees who want to learn and progress, or for your existing employees who are looking to retrain or upskill. It is ideal for those looking to develop their skills within the industry.

## The programme in brief

- Level 4
- Duration – 24 months
- Blended approach to delivery which could include webinars, face-to-face, Skype, telephone and online learning
- Development of the learner's knowledge, skills and behaviours relevant to the job role
- Completion of required vendor certifications
- Level 2 Functional Skills where appropriate
- End-point assessment

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## The learner journey

**1. 24 months on-programme** – This is when the individual will learn the skills, knowledge and behaviours which will support them for their end-point assessment. The learner could partake in a combination of activities, such as classroom-based sessions, mentoring, shadowing, bespoke resources and off-site visits, in order to support their learning and development. Learners must also partake in 20% off-job training.

**2. Gateway** – After 24 months teaching and learning, you, your training provider and the learner will review the learner's journey and decide whether it is the right time for the on-programme assessment.

**3. End-point assessment** – This is when the learner will need to demonstrate that they have learnt the required knowledge, skills and behaviours, by completing a presentation and a discussion of an evidence-based portfolio.

## What does this mean for the employer?

By enhancing the knowledge, skills and behaviours of your employees, this will, in turn, have a positive impact on your strategic business objectives. The affordability of the programme often results in a greater return on investment than other alternative training, such as graduate programmes.

## What your employees will learn

### Technical Knowledge and Skills

An Associate Project Manager will gain the knowledge and skills to be able to support the Project Manager by helping to monitor project scope, timelines, budgets and key milestones. This includes achieving the Level D International Project Management Association (IPMA) qualification, which candidates complete before reaching the gateway. The Associate Project Manager needs to have knowledge of:

- Project governance and delivery
- Stakeholder management and communication
- Budget coordination
- Schedule management
- Contract management and procurement
- Risk and quality management processes
- Reporting

### Behaviours:

- Collaboration and teamwork - Understand and be effective as part of an integrated team.
- Leadership - Communicate direction, and support the vision for project delivery.
- Effective and appropriate communication - Work effectively with and influence others, taking account of diversity and equality. Influence and facilitate effective team performance.
- Drive for results - Demonstrate clear commitment to achieving results and improving performance.
- Integrity, ethics, compliance and professionalism - Promote the wider public good in all actions, acting in a morally, legally and socially appropriate manner. Promote and model the highest standards of professional integrity, ethics, trust and continued development.